



**Accounts Payable Analyst
(Treasury Analyst)**
Cincinnati, OH



**CORE
SPECIALTY**

THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

CONTACT US

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CORE SPECIALTY

Essential Duties and Responsibilities: (Position based in Cincinnati, OH)

Provide support within the local Treasury team accounts payable function to ensure prompt processing, evaluation and reporting of expenditures.

Role Purpose:

- Provide support to management for areas of responsibility.
- Complete bank account requests, such as KYC, opening/closing, mandate changes, etc. (for operating, custodial, and trust accounts).
- Investigate unusual / erroneous banking transactions.
- Initiate payments including wire, ACH and check disbursements.
- Enter payment requisitions/purchase orders into Workday ensuring that all quality and accuracy checks are met.
- Correspond with approvers as needed to ensure that proper and accurate coding of all expenses is achieved.
- Complete monthly account reconciliations.
- Provide support to all internal and external customers as it relates to disbursement queries.
- Comply with policies and procedures to ensure Treasury control environment operating effectively.
- Maintain knowledge of local and global regulatory requirements that affect Treasury.
- Perform various other duties and projects as requested by management.
- Check Handling and processing

Experience:

- 4+ years accounts payable processing experience required.
- Experience working in fast-paced Accounts Payable Department
- Workday General Ledger and Accounts Payable experience preferred
- Associate degree in Accounting or Finance preferred.
- Excellent written and verbal communication skills.
- Excellent organizational and analytical skills.
- Ability to work independently and in team environment.
- Ability to multitask, prioritize responsibilities and manage time effectively.

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.